



19 March 1973

MEMORANDUM FOR: DDP/OP
THROUGH : DDO/PERS
SUBJECT : Study of DDO Personnel Procedures
REFERENCE : DDO/OP Memo, dated 15 March 1973,
same subject

Attached is the information requested in referent
memorandum.



ATT: a/s

25X1A9A

25X1

~~CONFIDENTIAL~~

"D" Careerists
25X1A9A

GS-10 #0049, GS-11 [redacted] Initiate, type, forward and receive all forms pertaining to OP, OP/CPD, OP/RAD, OMS, OS, OF and other divisions and staffs re more than 35/40%
25X9 [redacted] staff and contract personnel. Initiate and type memoranda. Maintain telephonic or personal contact with above offices when necessary due to personnel changes, retirements, resignations, illnesses, etc. Maintain [redacted] soft files for staff and contract personnel. Personally pick up, log and return Official Files. Discuss personnel requirements with DDO/PERS, [redacted] 25X1A
25X1A [redacted] branch chiefs. Discuss and work with case officers re contract personnel for whom they are responsible. T&A Clerk overseeing seven alternate T&A clerks. Attend CCS Staff meetings and Support Officer meetings.

Support Careerists

NONE

22 March 1973

MEMORANDUM FOR: DDO/OP

THROUGH : DDO/PERS

SUBJECT : Study of Personnel Procedures

25X1A

25X9A2 1. [REDACTED] Staff has one person who initiates, forwards and receives all administrative personnel forms, memoranda, etc. for more than [REDACTED] staff and contract personnel. As a comparatively small staff we do not have to deal with the large number of forms or personnel problems as do area divisions.

2. Due to the fact that Personnel Forms 1150 and 1152 are in constant use, we suggest the possibility of the following:

Devise a reproduction mat form 1152 (with a carbon suspense copy for initiating office) which contains all information on the present form, and any further information required, but with the mat prepared so that information not needed on comeback copies would not reproduce. The form would be forwarded to Office of Personnel with concurrences and approvals and the Office of Personnel would reproduce the number of copies for distribution to the interested offices. If large numbers of the approved form are not required, a package form such as OTR uses for external training would suffice. If a form of this type could be devised, form 1150 could be eliminated.

25X1A9A

[REDACTED]
CCS/ADMIN

[REDACTED]
25X1